

FAQ for Background Checks and Child Maltreatment
June 2014
By ADE Licensure

1. Who needs background checks including child maltreatment?
 - a. Licensed educators must complete background checks upon every renewal including child maltreatment. That means every five years.
 - b. Licensed educators must also complete the background checks and child maltreatment check when changing employment, unless they have been done within the previous 12 months.
 - c. Classified employees upon hiring or change of employment.
 - d. Pre-service teachers during enrollment in a teacher preparation program, but before clinical practice.(See Act 455 of 2013, effective August 16, 2013)
2. Where is the handout for steps and procedure for a school district to subscribe online for state and federal criminal history checks through ASP?
 - a. Commissioner's Memo LIC-14-016 on 10/10/2013
3. Where are the Live Scans (electronic finger printing machines) located?
 - a. At all 15 educational service cooperatives across the state, and one at ADE
 - b. An educator may go to any education service cooperative to use the Live Scan, even if they are not from the school district affiliated with that cooperative.
4. Why use Live Scans?
 - a. Turn around time is much faster usually within 24 hours unless under research
 - b. Rejection rate is much lower than paper
 - c. Cleaner process no black ink
 - d. You save \$2.50 or \$3.00 depending on your process
5. Do Early Childhood teachers still have to be fingerprinted by DHS AND by ADE in a year that both are required?
 - a. Early Childhood is now an option on Live Scan screen at the cooperatives
 - b. Tonya Williams from DHS has said they will accept ADE's process when the educator must also have a background check for ADE, to avoid having two background checks in one year
 - c. But for renewal of your educator license which is every five years and for new employment you must use ADE process for a certified employee
6. If I have a concealed carry permit can I use the Live Scan at the cooperative?
 - a. No, you cannot use the Live Scan at the cooperative for that purpose
7. What do I need to bring with me to a Live Scan at the cooperative?
 - a. Transaction number from Arkansas State Police process at a school district

- i. You will find the transaction number below the Search ID number when you complete the ASP; and
 - b. A photo government issued ID
 - Or
 - c. After July 31, 2014 the Arkansas State Police and FBI background check can be completed at the cooperative, with a photo government issued ID
 - d. If you are completing both the ASP and FBI at the cooperative (and your employer is not paying on your behalf) you must pay by Debit or Credit only
8. How do I get the Child Maltreatment Central Registry check?
- a. The Child Maltreatment Central Registry check form can be downloaded from the ADE website or the link below
 - b. http://www.arkansased.org/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf
9. What are the fees?
- a. If your district runs the ASP online the cost is: ASP-\$22 and FBI \$16.50
 - b. If you go to a Live Scan and complete both the cost is: ASP-\$22.50 FBI \$16.50 (it is a 50 cent fee for using credit or debit)
 - c. If you use the paper process the cost is: ASP-\$25 and FBI \$16.50
 - d. Child Maltreatment is \$10 and must be mailed to DHS
10. Will I be able to be a testing administrator for state-mandated student testing if my license is still not renewed while waiting on a background check?
- a. No, you must have a current license before you can administer state-mandated student tests
 - b. The ADE recommends that renewing teachers begin the background check process at least 3 months before their license expires
11. Other questions:
- a. Please contact Educator Licensure office at 501-682-4342 or
 - b. Email Clara Toney at clara.toney@arkansas.gov or
 - c. Karli Saracini at karli.saracini@arkansas.gov